ProjectDox Upgrade
– New Features for Application Contacts –

ProjectDox will soon undergo a required upgrade. The online ProjectDox instruction manuals have been updated for your reference prior to going live with the new version. This document summarizes the major new features you will encounter.

- **Applicant Upload Task** – The applicant must complete a workflow task after files are uploaded for a new application verifying that you uploaded all necessary documents.

- **Pre-Screen Review Step** – If the planner finds that the application materials are not complete, your application will not be routed until you submit the requested missing information and complete the Applicant Upload Task again.

- **Applicants will be restricted from uploading files during a review** – You will be able to upload documents during Round 1 of review. You cannot upload files during Round 2 or later reviews. Before requesting a new review, be sure you have submitted all necessary documents because new documents will not be accepted mid-review during the second and subsequent reviews.

- **Elimination of "Resubmittal Requests" folder** – Rather than viewing markups and comments in the "Resubmittal Requests" folder, applicants will be granted permission at the end of a review cycle to view them directly within the "Application Plans" and "Text Documents" folders.

- **Final Approved Plans** – The planner will create the approved plan from the final document versions and electronically stamp them. You will be requested to print copies of the stamped plan sets for the City Clerk and the Planning Department. This process will be used for all applications except final plats and affidavits of correction.